

CCPG INFORMATION 003/2006

Considering the need to establish rules for the publication of the complete texts of dissertations and theses in the UNICAMP Digital Library, the CCPG decided the following:

Article 1 – The complete texts of dissertations and theses will be made available in the UNICAMP Digital Library.

Article 2 – The complete files with the contents of the dissertations or theses should preferably be in **pdf** (Adobe) or in any other extension if this is not possible.

§ 1st The files should not contain keys that restrict access.

§ 2nd The contents of a dissertation and/or thesis should be saved in a single file.

§ 3rd The contents should conform to the printed copy of the dissertation or thesis or with the copy remitted for homologation.

§ 4th When necessary the pages should be scanned and incorporated into the single file of the thesis, following the same sequence as the printed volume.

Article 3 – The support media of the electronic files with the contents of the dissertations or theses should be conveniently conditioned and duly identified on the outside with the following information:

I - Full name of author;

II - Title and subtitle (complete);

III – Defense degree;

IV – Defense Unit;

V – Defense Date;

VI – Contact e-mail address and telephone;

VII – Identification of file type.

Article 4 – The authors should hand in the support media files with the contents of the dissertations and theses defended at UNICAMP to the Postgraduate Secretariat of the defense unit.

§ 1st - On receiving electronic files of dissertations and theses defended at UNICAMP, the Postgraduate Secretariats should:

I - check if the identification information of the dissertations and/or theses appear on the media casing;

II - obtain a declaration from the student that the contents of the dissertation or thesis correspond to the original handed in for homologation.

§ 2nd – The electronic file is an integral part of the documents required for homologation of the dissertation or thesis.

§ 3rd – The electronic version should be sent to the Central Library – Digital Library (DL) accompanied by a delivery report or routing note and the form for authorization of divulging by the Digital Library, or alternatively it can be handed in to the Sectorial Library, which will emit a declaration accepting the responsibility for inserting the thesis in the DL-UNICAMP. This declaration will accompany the documents necessary for homologation.

Article 5 – This information will come into force as from the date of its publication, revoking contrary dispositions.

Campinas, September 13th 2006

Signed by the President of the Central Postgraduate Commission